



**SHARP®**

**ELECTRONIC ORGANIZER**

**OPERATION MANUAL**

Instrucciones abreviadas en español



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#### **NOTICE**

- SHARP strongly recommends that separate permanent written records be kept of all important data. Data may be lost or altered in virtually any electronic memory product under certain circumstances. Therefore, SHARP assumes no responsibility for data lost or otherwise rendered unusable whether as a result of improper use, repairs, defects, battery replacement, use after the specified battery life has expired, or any other cause.
- SHARP assumes no responsibility, directly or indirectly, for financial losses or claims from third persons resulting from the use of this product and any of its functions, such as stolen credit card numbers, the loss of or alteration of stored data, etc.
- The information provided in this manual is subject to change without notice.

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#### **CAUTIONS**

- Do not carry the Organizer in the back pocket of slacks or trousers.
- Do not drop the Organizer or apply excessive force to it.
- Do not subject the Organizer to extreme temperatures.
- Since this product is not waterproof, do not use it or store it where fluids can splash onto it. Raindrops, water spray, juice, coffee, steam, perspiration, etc. will also cause malfunction.
- Clean only with a soft, dry cloth.
- Use only a SHARP approved service facility.

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#### **NOTES**

- All company and/or product names are trademarks and/or registered trademarks of their respective manufactures.

## Using the Organizer for the First Time

Be sure to perform the following operations before using the Organizer for the first time.

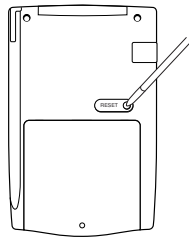
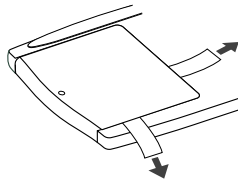
1. Pull out the battery insulation sheets from the battery compartment on the back of the unit.

The Organizer starts operation.

(The battery insulation sheets were inserted at the factory to prevent battery wear.)

2. Press the **RESET** switch.

A message, "RESET?" is displayed.



3. Tap **2nd**, then **ENTER**.

To tap the touch keys, use the touch pen (included in the package).

The message will appear as "RESET!".

The Organizer is now initialized. Proceed to set the date and time of the clock (see page 6).

### Note:

- Press the **RESET** switch using the stylus or similar object. Do not use an object with a breakable or sharp tip.

### If a malfunction occurs under abnormal conditions

If the Organizer is subjected to strong extraneous electrical noise or shock during use, on rare occasions, all the functions will not work properly and data may be displayed incorrectly. In such cases, follow the procedures as shown below.

1. Press the **RESET** switch.
2. When a message, "RESET?" is displayed, press any key EXCEPT FOR **2nd** or **ENTER**.

If the first procedure doesn't work, follow the next procedure to initialize the Organizer's memory. In this case, all the stored data will be deleted.

1. Press the **RESET** switch.
2. When a message, "RESET?" is displayed, tap **2nd**, then press **ENTER**.



### Auto Power Off Function

When none of the keys has been pressed or tapped for approximately 7 minutes, the Organizer automatically turns the power off to save the operating battery.

### Backlight

The Backlight allows you to view the display and use the Organizer even in low-light conditions. Pressing **[BackLight]** once illuminates the display for as long as you continue to use the Organizer; if no key activities are detected within the specified interval, it will be turned off automatically.

- To turn the Backlight off, press **[BackLight]** again.
- The Backlight may remain on for less than the preset interval or it may not function if the battery level is low.
- The Backlight does not function in the PC Link mode.

### Do not use the Backlight unnecessarily.

- Since the Backlight drains power from the backlight battery, excessive use of the Backlight will significantly reduce the life of your battery.

### Setting up the Backlight

- The Backlight can be set to turn off at a specified interval.
1. Tap **[CLOCK/ALARM] [MENU]**, select "BL TIME SET" by using **[▲]** or **[▼]**, and press **[ENTER]**.
  2. By using **[▲]** or **[▼]**, select a desired interval (10, 20, or 30 seconds) and press **[ENTER]**.

### Adjusting the LCD Contrast

1. Tap **[CLOCK/ALARM] [MENU]**, select "LCD CONTRAST" by using **[▲]** or **[▼]**, and press **[ENTER]**.
2. Press **[▲]** or **[▼]** to darken/lighten the display (within 1 through 8).
3. When done, press **[ENTER]**.

### Turning the key sound On and Off

1. Tap **[CLOCK/ALARM] [MENU]**, select "KEY TONE" by using **[▲]** or **[▼]**, and press **[ENTER]**.
2. Select the key sound function on/off by using **[▲]** or **[▼]**.
3. When done, press **[ENTER]**.

### Memory Check










Tap **[CLOCK/ALARM] [MENU]**, select "MEMORY CHECK" by using **[▲]** or **[▼]**, and press **[ENTER]**.


The memory check display will appear and indicate the remaining memory space.


The previous screen will appear after 2 seconds.

## Display Symbols and Part Names


### Display Symbols

-  Hourly Alarm: The Hourly Alarm is ON and will sound every hour.
-  Schedule sign: Appears when the Home clock time reaches a Reminder time or a Start time of a schedule listing. Disappears when the time reaches the End time of the listing.
-  Anniversary sign: Appears when a special day will arrive within days as set in Anniversary Reminder.
-  UP sign: More information exists above the current display. (Press )
-  DOWN sign: More information exists below the current display. (Press )
- CAPS** CAPS LOCK sign: Capital (uppercase) letters will be entered. To enter small (lowercase) letters, tap  to turn "CAPS" off.
-  Beep sound: Key touch sound (beep) is ON.
- EDIT** EDIT mode: The listing on the display can be edited.

**2nd** 2<sup>nd</sup> function: Indicates that  has been activated.

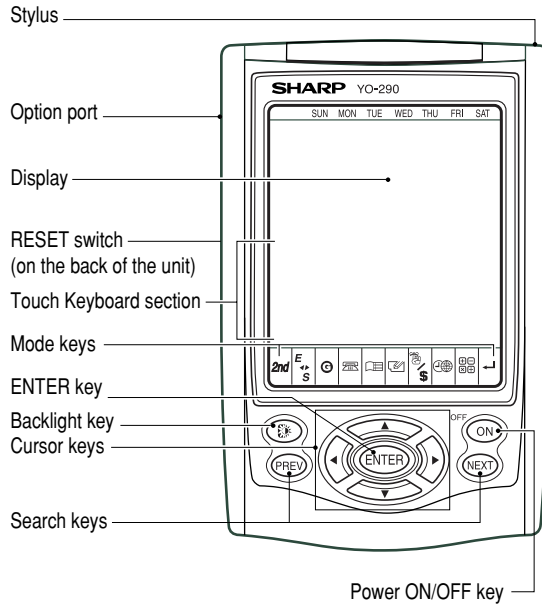
 Daily Alarm: The Daily Alarm is ON and is set to go off at the specified time every day.

**BATT** Low Battery sign: Indicates that the battery level is extremely low. (Replace the operating battery with a new one immediately.)










 Secret sign: Secret function is in effect. (Listings cannot be recalled without a password.)

- The display examples in this manual show only the symbols required for each explanation.

## Part Names



## Key Assignments

-  : 2nd Function key  
 Activates the second function specifically assigned to the next key tapped.
-  (E↔S): English-Spanish dictionary key
-  (GAME): Game mode key
-  (TEL): Telephone mode key
-  (SCHEDULE/CALENDAR): Schedule/Calendar mode key
-  (MEMO/ANNI): Memo/Anniversary mode key
-  (TO DO/EXPENSE): To Do/Expense mode key
-  (CLOCK/ALARM): Home Clock/World Clock/Alarm mode key
-  (CALC/CONV): Calculation/Conversion mode key

• In this manual, these Mode keys are represented with icons in parentheses.

## Entering Characters

### Moving the Cursor

Move the cursor by pressing , , , or .

### Entering Characters

#### Entering letters and numbers

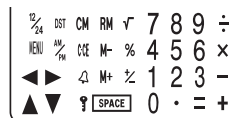
The initial setting for entering letters is small (lowercase) letters. To enter capital (uppercase) letters, turn “CAPS” on by tapping .

#### Touch Keyboard

Alphabet entry mode



Number entry mode



- Each time is tapped, the touch keyboard switches between the Alphabet entry mode and the Number entry mode.  
To tap the touch keys, use the stylus (included in the package).
- Tap towards the center of each key.

#### Other characters

Tap to display the symbol entry mode, allowing a total of 32 symbols and characters to be selected. To select the desired symbol/special character, tap the appropriate number of times at the position where you would like to insert it.

Characters assigned to :

@ . # \$ % & ' ( ) ~ , : / \ \_ &lt; > ß ! ? ¡ ¢ \* Æ æ Ø ø þ ð Ð ð

## Making Corrections

### 1. Inserting or Overwriting characters

Tap , once or twice, to insert or overwrite characters.

### 2. Deleting characters

can be used for deletion of data in Calculator mode and Rate figure in Conversion mode.

can be used for deletion of characters.

can also be used to delete listings.

## Loop Function

Right after the power is turned on, function modes can be browsed through; every time is pressed, the function modes will sequentially be displayed as below:

Home Clock World Clock Personal Business Other Schedule Memo ...

Pressing the key will display the above menus in the reversed order.

Press to select a desired mode; the Organizer will then escape from the Loop function.

## Built-in Calendar and Clock

### Precautions

- Calendar, Schedule, Expense, and Clock modes allow you to enter the desired date and time between Jan. 1, 1950 and Dec. 31, 2150.
- If an attempt is made to store an invalid time or date, you will not be able to move the cursor to date entering, or store the time and date by pressing **ENTER**. Enter the correct value and press **ENTER** again.
- The Organizer has 43 cities according to the time zones (see page 31).

### Clock Mode

The Organizer has both Home Clock and World Clock modes. The display switches between Home and World clock each time **CLOCK/ALARM** is tapped.

<HOME>  
NEW YORK  
1-1-2003 WED  
12:00:00 AM

Home Clock Mode

<WORLD>  
LONDON  
1-1-2003 WED  
5:00:00 AM

World Clock Mode

### Setting the Home Clock

1. If the display is in other mode or World Clock mode, tap **CLOCK/ALARM** to enter the Home Clock mode.

#### Note:

- During the period of the Daylight Saving Time (summer time), set the DST ON beforehand as described on page 7, "Setting Daylight Saving Time ON/OFF".

2. Tap **EDIT**.

The Organizer will enter the clock setting mode.

3. Select your Home city using **NEXT** or **PREV**.

City names can be edited, if necessary.

<HOME>  
NEW YORK  
01-01-2003 WED  
12:05:35 AM

4. Press **▼** to move the cursor to the Month position.

5. Enter the appropriate month.

Enter the day and then year in the same way.

<HOME>  
NEW YORK  
01-01-2003 WED  
12:05:35 AM

6. Press **▼** to move the cursor to the Hour position.

7. Enter the appropriate hour.

<HOME>  
NEW YORK  
01-24-2003 WED  
12:05:35 AM

8. Enter the minutes and seconds in the same manner.

9. Select AM or PM using **AM/PM**.



10. Press **[ENTER]** to set the Clock.  
The clock starts from exactly the set time.



### Selecting the date format (Default: Month-Day-Year)

1. Tap **[MENU]**, select "DATE FORMAT" by using **[▲]** or **[▼]**, and press **[ENTER]**.
2. Select the desired date format by using **[▲]** or **[▼]**, and press **[ENTER]**.

| Mode         | Month-Day-Year<br>(MM-DD-YYYY) | Year-Month-Day<br>(YYYY-MM-DD) | Day-Month-Year<br>(DD-MM-YYYY) |
|--------------|--------------------------------|--------------------------------|--------------------------------|
| Jan 24, 2003 | 01-24-2003                     | 2003-01-24                     | 24-01-2003                     |

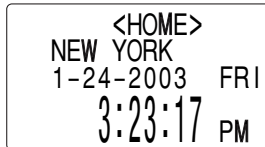
#### Note:

- The selected date format affects each mode in the Organizer.

### Selecting the 12- or 24-hour time system (Default: 12 hour)

1. Tap **[12/24]** the appropriate number of times to select the 12 hour or 24 hour system.

12 hour



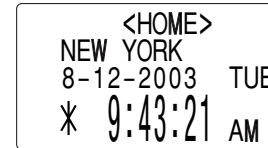
24 hour



In the 12-hour system, 12:00 AM: midnight, 12:00 PM: noon.

### Setting Daylight Saving Time (DST: Summer time) ON/OFF

1. Tap **[DST]** once to switch the DST setting. When the DST is ON, "\*" appears.



### Changing the World Clock city to the Home Clock city

A different city in another time zone can be set as the home city at will, without adjusting the stored correct time.

1. Tap **[CLOCK/ALARM]** once or twice to display the World clock.
2. To set the new home city, select the desired city by using **[NEXT]** or **[PREV]**.
3. Tap **[EDIT]** to change the cities between the Home and the World clocks.
  - The previous home city is now set as the world city.
4. Tap **[CLOCK/ALARM]** to check the home city.
  - The selected city in step 2 is now set as the home city.

## Alarm

The Organizer has 3 kinds of alarm:

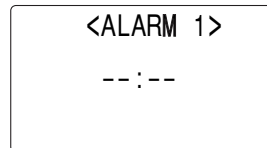
1. Daily Alarm..... Sounds every day at the specified time(for approx. 1 minute), when "☀️" is displayed. Up to 3 alarms can be set separately (Alarm1, Alarm2, and Alarm3).
2. Hourly Alarm..... Sounds every hour precisely (every time minutes reach "00"), when "🕒" is displayed.
3. Schedule Alarm... Sounds at the specified times of schedule listings (see page 12).

Press any key to stop the Alarm sounding.

### Turning the Daily and Hourly Alarms ON/OFF

The Daily and Hourly Alarms can sound when the respective symbols ("☀️" and "🕒") are displayed.

1. Tap **CLOCK/ALARM** once twice, or three times. The Alarm display will appear.



2. Tap "🕒" appropriate times. Each time you tap "🕒", the combination of symbols switches.

#### Note:

- Alarms will sound even when the Organizer is turned off.

8

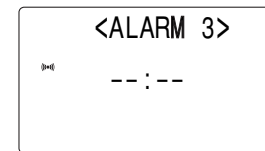
### Setting the Daily Alarm time

Set up the Daily Alarm to go off at a specified time.

1. Tap **CLOCK/ALARM** once, twice, or three times.

The Alarm display will appear.

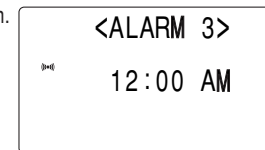
2. Press **NEXT** or **PREV** to select the Alarm1, Alarm2, or Alarm3.



(Alarm3 is OFF)

3. Press **◀** or **▶** to turn on the Alarm.

(The display differs between the 12 hour and 24 hour systems.)



(Alarm3 is ON)

4. Tap **EDIT** to specify the time.
5. Enter the desired time.
6. Press **ENTER**.

#### Note:

- You can turn the respective alarms (Alarms 1 to 3) ON/OFF. Display the desired Alarm following the above steps 1 and 2, then press **◀** or **▶** to display the time (ON) or to hide the time (OFF). When turned off, the Alarm will not sound even when the "☀️" is displayed.

### Telephone Mode

There are three telephone listing categories, Business, Personal, and Others. Each listing can be simply classified for easy access to the data.

Tap **TEL**, select the desired category by using **▲** or **▼**, and press **ENTER**.

<BUSINESS>  
SEARCH NAME?

<PERSONAL>  
SEARCH NAME?

<OTHERS>  
SEARCH NAME?

Each entry has the following 14 fields.

|    | Field Name  | Maximum number of alphanumeric characters |
|----|-------------|-------------------------------------------|
| 1  | Last name:  | 48                                        |
| 2  | First name: | 48                                        |
| 3  | Company:    | 96                                        |
| 4  | Home#:      | 48                                        |
| 5  | Office#:    | 48                                        |
| 6  | Fax#:       | 48                                        |
| 7  | Mobile#:    | 48                                        |
| 8  | E-mail:     | 48                                        |
| 9  | Address:    | 96                                        |
| 10 | City:       | 48                                        |
| 11 | State:      | 48                                        |
| 12 | Zip code:   | 48                                        |
| 13 | Country:    | 48                                        |
| 14 | Note:       | 96                                        |

## Entry

### <Example>

1. Tap **TEL**, and select "BUSINESS", then press **ENTER**.

The Business search display will appear.

<BUSINESS>  
SEARCH NAME?

2. Tap **EDIT**.

The display will change to the record input mode.

<BUSINESS>  
LAST NAME: █  
FIRST NAME:  
COMPANY:

3. Enter the Last name.

For example, "Smith".

4. Press **▼**, then enter the First name. For example, "John".

5. Press **▼** to move the cursor to the Company field and enter "ABC International Co."

6. Press **▼** to move the cursor to the Home # field.

7. Enter "585-4280".

8. Press **▼** to move the cursor to the Office # field and enter "619-542-7320".

9. Enter each field in the same manner.

10. At the Note field, press **ENTER** to store the telephone listing.

The Business search display will appear.

## Search

### Last Name Alphabetical Search

1. Tap **[TEL]** and select the Category by using **[▲]** or **[▼]** key, then press **[ENTER]**.

The search display will appear.

2. Press **[NEXT]** or **[PREV]** to search for the target listing in alphabetical order.

### Last Name Direct Search

1. Tap **[TEL]** and select the Category (Business, in this example) by using **[▲]** or **[▼]** key, then press **[ENTER]**.

The search display will appear.

2. Enter some of the last name letters in order.

Up to 10 letters can be entered.

3. Press **[ENTER]** to search for the target listing.

If there is no data matched, "NOT FOUND!" will appear, and then the screen will return to the initial display.

```
<BUSINESS>
SEARCH NAME?
smi █
```

### See also

|                           |    |
|---------------------------|----|
| Entering Characters ..... | 5  |
| Editing Listings .....    | 20 |
| Deleting Listings .....   | 20 |

## Calendar Mode

### Navigating the Monthly Calendar Display

1. Tap **[CALENDAR/SCHEDULE]** once or twice to enter the Calendar mode.

The monthly calendar of the current month will appear.

The current day will be flashing.

Navigate the calendar using the following keys:

**[NEXT]** **[PREV]** : displays the following or previous month.

**[◀]**: Go to previous day

**[▶]**: Go to next day



**[▲]**: Go to the previous week

**[▼]**: Go to the next week

```
8-2003
      1 2
    3 4 5 6 7 8 9
  10 11 12 13 14 15 16
▼ 17 18 19 20 21 22 23
```

- **[◀]**, **[▶]**, **[▲]** and **[▼]** cursors can move only within the month displayed.

### Directly go to the target month

1. At the Calendar mode, tap .  
Date input screen will appear.
  2. Enter the target date.
  3. Press .
- The monthly calendar of the target date will appear.



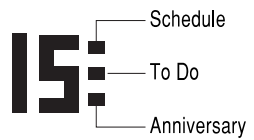
**Note:**

- In the Calendar mode, monthly calendars from January 1950 to December 2150 are available.

### Confirmation of the Schedule, To Do, and Anniversary Mode entries

You can see the dates to which you assigned a Schedule, To Do or Anniversary on the monthly calendar display.

The indication marks are displayed as follows:




### Schedule Mode

#### Entry

**<Example>**

A project meeting will be held from 10:00 AM to 11:00 AM on September 11, 2003


1. Tap  once or twice to enter the Schedule mode.

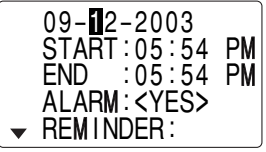


The Schedule search display will appear.

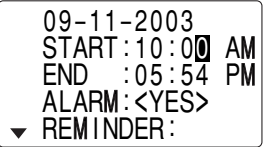
The current date will be displayed and the cursor at the first number flashes.


The first number depends on your Date Format selection. These examples are in the MM-DD-YYYY format.

2. Tap . The Schedule entry display will appear. Enter 09 for month.



3. Enter the target day/year in the same manner.



4. Press , and enter 10:00AM for Start time.



5. Press **▼**.

The End time will automatically change to 30 minutes after the Start time. (However, the End time will remain within the specified day.)

6. Enter 11:00AM for the End time, and press **▼**.

7. Press **NEXT** or **PREV** to select "Yes" or "No" for Alarm setting, and press **▼**.

If you select "Yes", the Schedule Alarm will sound at the time set in Reminder minutes before the Start time. If you select "No", Schedule Alarm will not sound.

```

^ START : 10 : 00 AM
  END   : 11 : 00 AM
  ALARM : <YES>
  REMINDER :
  ▼ 00 MIN. BEFORE
  
```

**Note:**

- If you select "No" in step 7, "PLAN" will appear instead. Go step 9 to continue.

```

^ END   : 11 : 00 AM
  ALARM : <NO >
  REMINDER : -----
  00 MIN. BEFORE
  PLAN : ■
  
```

8. Enter the appropriate time for Reminder and press **▼**.  
Schedule Alarm will sound at the entered time before the Start time. You can select any number from 00 to 99.

```

^ END   : 11 : 00 AM
  ALARM : <YES>
  REMINDER :
  05 MIN. BEFORE
  PLAN : ■
  
```

**Note:**

- Enter the number in two-digit format.

9. Enter the name of the scheduled item into the PLAN field. (Project meeting).

Up to 96 alphanumeric characters can be entered.

10. Press **ENTER** to store the schedule listing.

**Note:**

- When the Home clock time reaches a Reminder time, the Schedule Alarm will sound for approx. 30 seconds even while the power is turned off. Press any key to stop the Alarm sounding. When **ENTER** is pressed, the listing can be seen in detail in the Schedule mode.

## Search

### Search today's schedule

1. Tap **CALENDAR/SCHEDULE** once or twice to enter the Schedule mode.
2. Tap **NEXT** or **PREV** to search for the target schedule listing. The listings stored in the Organizer will be displayed in chronological order.

```

8-12-2003
START : 12 : 15 PM
END   : 12 : 45 PM
ALARM : YES
▼ REMINDER :
  
```

### Date search

1. Tap **CALENDAR/SCHEDULE** once or twice to enter the Schedule mode.

2. Set the desired date.

Select the month, day and year field, and enter the desired number.

```
<SCHEDULE>
SEARCH DATE?
09-11-2008
```

3. Press **ENTER** to search for the target schedule listing of the specific date.

Pressing **NEXT** or **PREV** can display the listings on that day.

```
9-11-2003
START : 10:00 AM
END   : 11:00 AM
ALARM : YES
▼ REMINDER :
```

### See also

|                           |    |
|---------------------------|----|
| Entering Characters ..... | 5  |
| Editing Listings .....    | 20 |
| Deleting Listings .....   | 20 |

### Anniversary Mode

In Anniversary mode, you can specify the month and day (such as wedding anniversaries and birthdays).

Once data is stored as an anniversary, a flag appears on the date set in the calendar (see page 12). And when within the specified period, the anniversary sign will appear.

The maximum number of characters for each description is 96 alphanumeric characters.

### Entry

#### <Example>

“Nancy’s Birthday” is on February 12th.

1. Tap **MEMO/ANN** once or twice to enter the Anniversary mode.

2. Tap **EDIT**.

The Anniversary entry display will be displayed and Date will appear.

3. Enter the date, 02 for month and 12 for day.

4. Press **▼**.

Reminder date will be flashing.

```
<ANNIVERSARY>
SEARCH DATE?
08-12
```

```
DATE : 02-12
REMINDER :
5 DAYS BEFORE
DESCRIPTION :
```



5. Enter the Reminder date from 0 to 9.
6. Press **▼**.
7. Enter "Nancy's Birthday".
8. Press **ENTER** to store the anniversary listing.  
The anniversary sign (🎁) will not appear until the day is set in Reminder.

## Search

### Sequential search

1. Tap **MEMO/ANN** once or twice to enter the Anniversary mode.
2. Press **NEXT** or **PREV** to search for the listing.

### Date search

Enter the date to go to the target date in the above step 2 and then press **ENTER**.

### See also

|                           |    |
|---------------------------|----|
| Entering Characters ..... | 5  |
| Editing Listings .....    | 20 |
| Deleting Listings .....   | 20 |

## To Do Mode

In the To Do mode, you can store your important To Do items with a priority index.

### Entry

#### <Example>

You have to visit the HK Exhibition by December 10, 2003.

1. Tap **TO DO/EXPENSE** once or twice to enter the To Do mode.

```
<TO DO>
SEARCH DATE?
08-12-2003
```

2. Tap **EDIT**.

The To Do entry display will appear.

```
08-12-2003
PRIORITY : <1>
<PENDING>
DESCRIPTION :
```

3. Enter 12 into the month field and enter 10 and 2003 respectively.
4. Press **▼** and select the Priority number from 1 (High) to 9 (Low) using **NEXT** or **PREV** (or enter the number), then press **▼**.



5. Press **▼** to let the status as "PENDING".
6. In the description field, enter what you have to do by the target day.  
Enter **"Visit HK Exhibition"**.  
Up to 96 alphanumeric characters can be entered.
7. Press **ENTER** to store the To Do listing.

## Search

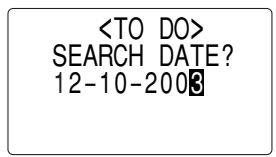
### Sequential search

1. Tap **TO DO/EXPENSE** once or twice to enter the To Do mode.
2. Press **NEXT** or **PREV** to search for the target To Do listing.

The To Do listings are stored in order of their date, pending/done status, and priorities.

### Date search

1. Tap **TO DO/EXPENSE** once or twice to enter the To Do mode.
2. Select the month, day or year field, and enter the desired date.



3. Press **ENTER** to search for the target To Do listing of the specific date.

### DONE Completed Items

1. Tap **TO DO/EXPENSE** once or twice to enter the To Do mode.
2. Press **NEXT** or **PREV** to select the To Do items.
3. Tap **EDIT** **▼** **▼** to enter the status field.
4. Press **NEXT** or **PREV** to select "DONE", then press **ENTER**.

### See also

|                           |    |
|---------------------------|----|
| Entering Characters ..... | 5  |
| Editing Listings .....    | 20 |
| Deleting Listings .....   | 20 |



## Memo Mode

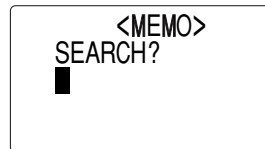
You can store memos using the Memo mode. Up to 96 alphanumeric characters can be entered per one listing.

### Entry

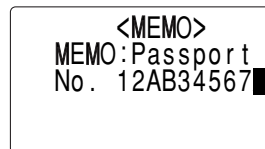
#### <Example>

Enter your passport number: 12AB34567

1. Tap **[MEMO/ANN]** once or twice to enter the Memo mode.



2. Tap **[EDIT]** and enter as follows.  
**Passport No. 12AB34567**



3. Press **[ENTER]** to store the memo listing.

## Search

### Sequential Search

1. Tap **[MEMO/ANN]** once or twice to enter the Memo mode. The Memo mode search display will appear.
2. Press **[NEXT]** or **[PREV]** to search for the listing.

### Direct Search

1. Tap **[MEMO/ANN]** once or twice to enter the Memo mode. The search display will appear.
2. Enter the first letter(s) of the desired memo (ex. "pass"). Up to 10 letters can be entered.
3. Press **[ENTER]** to search for the target listing.



### See also

|                           |    |
|---------------------------|----|
| Entering Characters ..... | 5  |
| Editing Listings .....    | 20 |
| Deleting Listings .....   | 20 |



## Expense Mode

The Expense record function is an easy-to-use method of tracking personal and business expense information. The Expense Report allows you to see the total expenses for a single day or for a certain period.

- 1 Expense:** Item-by-item expense entry and view mode  
**2 Report:** Display the total expenses for a single day or a certain period  
**3 Category:** Assign a new category name (up to 7 characters for each)

### Entry

#### <Example>

The date is August 18, 2003.  
You bought flight tickets for a business trip costing \$1200.

1. Tap **[TO DO/EXPENSE]** once or twice to enter the Expense mode.
2. Press **[▲]** or **[▼]** to select "EXPENSE", then press **[ENTER]**.  
The Expense search display will appear.
3. Tap **[EDIT]**.  
The Expense record entry display will appear. The current date will be displayed.

```
<EXPENSE>
▶EXPENSE
REPORT
CATEGORY
```

```
08-18-2003
CATEGORY :
<Meals >
AMOUNT :
▼ 0.
```

The first number depends on your Date Format selection. These examples are in the MM-DD-YYYY format.

4. Enter the date, if necessary.
5. Press **[▼]**.
6. Select the expense category using **[NEXT]** or **[PREV]**.

There are 8 preset categories to select.

Meals ➡ Hotel ➡ Car ➡ Phone ➡ Fares ➡  
(Enter't) Entertainment ➡ Tips ➡ (Misc) Miscellaneous ➡...

7. Press **[▼]**, and enter 1200.  
Up to 12 digits can be entered.
8. Press **[▼]**.
9. Select the payment using **[NEXT]** or **[PREV]**.  
There are 4 preset payment systems to select.  
Cash ➡ Check ➡ Card ➡ Others ➡...

```
▲ <Fares >
AMOUNT :
1200.
PAYMENT :
▼ <CHECK >
```

10. Press **▼**, and select "YES" or "NO" using **NEXT** or **PREV** in the "RECEIPT" field.

▲ AMOUNT : 1200.  
 PAYMENT :  
 <CHECK >  
 ▼ RECEIPT : <YES>

11. Press **▼**, and enter "Flight ticket" in the "MEMO" field.  
 12. Press **ENTER** to store the data.

### Recall

#### Sequential Search

1. Tap **TO DO/EXPENSE** once or twice to enter the Expense mode.
2. Press **▲** or **▼** to select "EXPENSE", then press **ENTER**.  
The Expense search display will appear.
3. Press **NEXT** to view the next record, **PREV** to view the previous record.

#### Date Search

1. Tap **TO DO/EXPENSE** once or twice to enter the Expense mode.
2. Press **▲** or **▼** to select "EXPENSE", then press **ENTER**.  
The Expense search display will appear.
3. Enter the date you wish to search.
4. Press **ENTER**.  
Scroll the page using **▲** or **▼**.

### Summary Report

1. Tap **TO DO/EXPENSE** once or twice to enter the Expense mode.

<EXPENSE>  
 ►EXPENSE  
 REPORT  
 CATEGORY

2. Press **▲** or **▼** to select "REPORT", then press **ENTER**.
3. Enter the first date from you wish to summarize the expense. (July 10, 2003)

<EXPENSE>  
 --REPORT--  
 FM:08-18-2003  
 TO:08-18-2003

4. Press **▼** to move the cursor to the last date.
5. Enter the last date at you wish to summarize the expense. (August 10, 2003)
6. Press **ENTER**.

Total amount report during the period will be displayed.  
 Scroll the page using **▲** or **▼**.

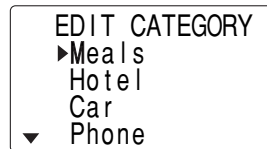
|         |       |
|---------|-------|
| TOTAL   | 443.5 |
| Meals   |       |
| ▼ Hotel | 53.5  |



## Edit the Category

You can change the category name for your convenience.

1. Tap **[TO DO/EXPENSE]** once or twice to enter the Expense mode.
2. Press **[▲]** or **[▼]** to select "CATEGORY", then press **[ENTER]**.  
The edit category display will appear.
3. Select the category you wish to change using **[▲]** or **[▼]**.
4. Tap **[EDIT]**.
5. Delete the preset category name using **[DEL]**.
6. Enter the new category name. (e.g. Books)  
Up to 7 characters can be entered for the category name.
7. Press **[ENTER]**. Repeat the steps 3 to 7, if necessary.
8. Press **[ENTER]**.



All the revisions are stored.

### Note:

- Entries previously stored under the former category will appear under the new category after the revisions are made.

### See also

|                           |    |
|---------------------------|----|
| Entering Characters ..... | 5  |
| Editing Listings .....    | 20 |
| Deleting Listings .....   | 20 |

## Editing Listings

### Edit

1. Recall a listing in the desired mode.
2. Tap **[EDIT]**.  
The display will change to the edit mode.
3. Edit the data.  
**[◀]** **[▶]** **[▲]** **[▼]**: move the cursor to left, right, up or down, respectively  
**[DEL]**: can be used to delete characters  
**[INS]**: changes between the INSERT mode and the OVERWRITE mode
4. Press **[ENTER]** to store.

## Deleting Listings

### Delete

1. Recall a listing in the desired mode.
2. Tap **[DEL]**.  
The confirmation display will appear.
  - To cancel deleting, tap **[2nd]**.
3. Press **[ENTER]** to delete the listing.

## Word Translator Mode

This device offers an English-Spanish bi-directional word translator function.

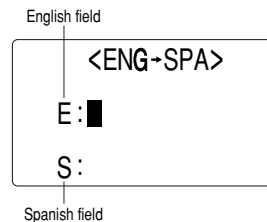
1. Tap **[E↔S]** to enter the English → Spanish translation mode.

Tap **[E↔S]** twice to enter Spanish → English mode.

2. Enter the desired source word and press **[ENTER]**.

The matching English or Spanish word will then be displayed.

- When the small symbol “◀” or “▶” is turned on, more letters exist. To view the remaining letters of long words that cannot be accommodated on the screen, use **[◀]** or **[▶]** to scroll.
- If there is no matching word, “NOT FOUND!” is displayed. The word next in alphabetical order will then be displayed.
- Press **[NEXT]** or **[PREV]** to scroll through the word list, or enter a new word using the keyboard, and press **[ENTER]** for another search.



### Notes:

- Indications are set as follows:  
 (Am): American English  
 (Br): British English  
 (adj): Adjective  
 (adv): Adverb  
 (n): Noun  
 (pron): Pronoun  
 (v): Verb  
 (f.): Feminine form  
 (m.): Masculine form
- Sometimes, two identical words may appear in the word list.
- Enter European characters and spaces correctly. Otherwise, the unit may not be able to complete the search.
- In the Spanish field, you can enter the following letters. Press respective letter key repeatedly after tapping **[SMBL]**.

| Key | Letters | Key | Letters |
|-----|---------|-----|---------|
| A   | á à â ã | N   | ñ       |
| C   | ç       | O   | ó ò ô õ |
| E   | é è ê ë | U   | ú ù û ü |
| I   | í ì î ï | Y   | ý ÿ     |

- Activate “CAPS” ON to enter capitalized letters.

## Calculator Mode

The Organizer's built-in calculator can perform arithmetic calculations in up to 12 digits.

Calculator mode is selected by tapping **CALC/CONV** the appropriate number of times.

Each time you press the key, the display switches as follows:

<CALCULATOR>  
0.

Calculation mode  $\Rightarrow$  Currency Conversion mode  $\Rightarrow$  Metric Conversion mode  $\Rightarrow$ ...

Before performing any calculations, tap **C•CE** twice to clear the display.

- An error occurs if the integer section of the calculation result exceeds 12 digits, if the memory exceeds 12 digits, or a number is divided by zero. ("E" is displayed.) Tap **C•CE** to clear the error message.

| Example                                                         | Operation                                                                                                                                                                                          | Display                            |
|-----------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------|
| $(-24+2) \div 4 =$                                              | Mixed calculation<br>$\boxed{-} 24 \boxed{+} 2 \boxed{\div} 4 \boxed{=}$                                                                                                                           | -5.5                               |
| $34 + 57 =$<br>$45 + 57 =$                                      | Constant/repeat calculation<br>The second figure is a constant value<br>( $\boxed{+}$ addition, $\boxed{-}$ subtraction, $\boxed{\div}$ division)<br>$34 \boxed{+} 57 \boxed{=}$<br>$45 \boxed{=}$ | 91.<br>102.                        |
| $68 \times 25 =$<br>$68 \times 40 =$                            | The first figure is a constant value<br>( $\boxed{\times}$ multiplication)<br>$68 \boxed{\times} 25 \boxed{=}$<br>$40 \boxed{=}$                                                                   | 1700.<br>2720.                     |
| 10% of 200<br>Percentage 9 of 36<br>10% mark-up<br>20% discount | Percentage<br>$200 \boxed{\times} 10 \boxed{\%}$<br>$9 \boxed{\div} 36 \boxed{\%}$<br>$200 \boxed{+} 10 \boxed{\%}$<br>$200 \boxed{-} 20 \boxed{\%}$                                               | 20.<br>25.<br>220.<br>160.         |
| $\sqrt{25-9}$                                                   | Root<br>$25 \boxed{-} 9 \boxed{=} \boxed{\sqrt{}}$                                                                                                                                                 | 4.                                 |
| $4^3$                                                           | $A^n$<br>$4 \boxed{\times} \boxed{=} \boxed{=}$                                                                                                                                                    | 64.                                |
| 1/8                                                             | Unit division<br>$8 \boxed{\div} \boxed{=}$                                                                                                                                                        | 0.125                              |
| $25 \times 5 =$<br>$-) 84 \div 3 =$<br>$+ 68 + 17$<br>(Total) = | Memory function<br>$\boxed{CM} 25 \boxed{\times} 5 \boxed{M+}$<br>$84 \boxed{\div} 3 \boxed{M-}$<br>$68 \boxed{+} 17 \boxed{M+}$<br>$\boxed{RM}$                                                   | M 125.<br>M 28.<br>M 85.<br>M 182. |
| $123456789098 \times 145 =$<br>$17901234419210$                 | $123456789098 \boxed{\times} 145 \boxed{=}$<br>$\text{E}17.9012344192$<br>$(17.9012344192 \times 10^{12} = 17901234419200)$                                                                        |                                    |



## Conversion Mode

Each time you tap **CALC/CONV**, the display switches as follows:

Calculation mode  $\Rightarrow$  Currency Conversion mode  $\Rightarrow$

Metric Conversion mode  $\Rightarrow$ ...

### Conversion Table

| Conversion Pattern                    |                                   |
|---------------------------------------|-----------------------------------|
| Unit 1                                | Unit 2                            |
| 5 currency conversions are available. |                                   |
| Metric Conversion Patterns            |                                   |
| inch                                  | $\leftrightarrow$ centimeter (cm) |
| yard                                  | $\leftrightarrow$ meter (m)       |
| mile                                  | $\leftrightarrow$ kilometer (km)  |
| Fahrenheit (°F)                       | $\leftrightarrow$ Celsius (°C)    |
| feet                                  | $\leftrightarrow$ meter (m)       |
| ounce (oz)                            | $\leftrightarrow$ gram (g)        |
| pound (lb)                            | $\leftrightarrow$ kilogram (kg)   |
| US gallon (gal)                       | $\leftrightarrow$ liter (l US)    |
| UK gallon (gal)                       | $\leftrightarrow$ liter (l UK)    |

### Note:

- The conversion result may have a slight calculation error as a result of rounding off the number. Use the result for reference only.

## Currency Conversion Mode

Currency conversion has 5 stages of programmable conversion.

Each stage is capable of 12-digit calculation.

### Setting a new currency conversion rate

**<Example>** Set the following rate: £1 = \$1.45

- Tap **CALC/CONV** the appropriate number of times to select the Currency Conversion mode.

<CURRENCY>  
CAD $\rightarrow$ USD  
RATE= 1.

- Press **NEXT** or **PREV** to select the appropriate currency conversion stage.

- Tap **EDIT**.

The setting mode will appear.

The preset currency names can be renamed here.

- Rename the left currency if necessary, then press **▶**.

### Note:

- Up to 4 characters can be entered for the name of the currency unit.

- Rename the right currency if necessary, then press **▼**.



- Enter the rate; 1.45.  
Up to 12 numeric characters can be entered for the rate.  
If you need to clear the rate number, tap **[C•CE]**.
- Press **[ENTER]** to store the setting.

```

<CURRENCY>
GBP →USD
RATE=
1.45

```

### Currency conversion

Be sure to set the rate before starting a conversion.

<e.g. £ ⇄ \$>

- Tap **[CALC/CONV]** the appropriate number of times to select the Currency Conversion mode.
- Press **[NEXT]** or **[PREV]** to select the appropriate currency conversion stage.
- Enter the amount. (e.g. £50)
- Press **[▶]**.  
(£50=approx. \$72.5)

```

<CURRENCY>
GBP →USD
50.
72.5

```

<e.g. \$ ⇄ £>

- Enter the amount. (e.g. \$120)
- Press **[◀]**.  
(\$120=approx. £82.76)  
Use **[◀]** or **[▶]** to change the conversion direction.  
Tap **[C•CE]** to clear the calculation result.

```

<CURRENCY>
GBP →USD
120.
82.7586206896

```

### Metric Conversion Mode

Metric conversion is capable of 12-digit calculation.

#### Convert metric unit

<Example>

Calculate 68°F to °C

- Tap **[CALC/CONV]** the appropriate number of times to select the Metric Conversion mode.
- Tap **[NEXT]** or **[PREV]** to select the appropriate conversion stage.

```

<METRIC>
°F →°C
RATE=
(F-32)X5/9

```

3. Enter the amount, "68".

- Press **[▶]**.  
(68°F=approx. 20°C)  
Tap **[C•CE]** to clear the calculation result.

```

<METRIC>
°F →°C
68.
20.

```


## Secret Function

The Secret function allows you to protect listings with a password, so that no unauthorized person can reach them.

You can use up to a 6 characters as its password.

### Registering a Password

As a safeguard, make a written record of the password. Also, be aware that the password is case-sensitive.

1. Tap  (secret) in the Home Clock mode.

The password entry display will appear.



<SECRET>  
PASSWORD:  
█




2. Enter the characters you wish to use.
3. Press **ENTER**.
4. When the display "RECONFIRM!" appears, reenter the password, then press **ENTER**. The Secret function will be turned on.

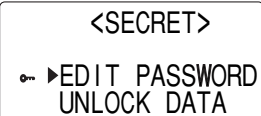
### Accessing listings

If the Secret function is on, when you press **TEL**, **MEMO/ANN**, **TO DO/EXPENSE** or you enter the Schedule mode etc., the password entry display will appear.

1. Enter the password, then press **ENTER**.  
Be aware that the password is case-sensitive.  
The screen of the target mode will be displayed.




## Changing the Password

1. In the Home Clock mode, tap  (secret).  
The password entry display will appear.
2. Enter the current password.
3. Press **ENTER**. The Secret function setting display will appear.
4. Select "EDIT PASSWORD" by using  or , then press **ENTER**.
5. Enter a new password.
6. Press **ENTER**.
7. When the screen "RECONFIRM!" appears, reenter the password, then press **ENTER**.



<SECRET>  
◀ EDIT PASSWORD  
UNLOCK DATA

## Turning the Secret Function Off

1. In the Home Clock mode, tap  (secret).  
The password entry display will appear.
2. Enter the current password, then press **ENTER**.
3. Select "UNLOCK DATA" by using  or , then press **ENTER**.  
"UNLOCK DATA?" will be displayed.
4. Press **ENTER** to delete the password and to turn the Secret function off.

## Game Mode

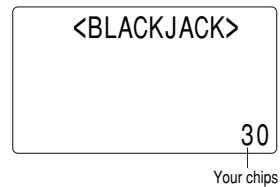
Tap **[GAME]** once or twice to play the game "BLACKJACK" or "ALPHA ATTACK".

Each time you tap **[GAME]**, the display switches between "BLACKJACK" and "ALPHAATTACK".

### BLACKJACK (Twenty-one)

Make your "hand" (the total of the numbers on the cards) close to 21, without going over 21.

1. Tap **[GAME]** once or twice to display the following Game mode screen.
2. Press **[ENTER]** to start a game. The left 2 cards are dealt for you. (One is faced up and the other is faced down.)

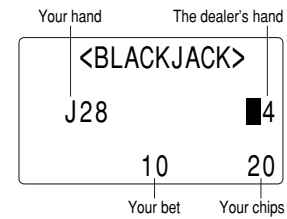


3. Agree the left-displayed flashing maximum bet (up to 10) or enter the fewer bet.

4. Tap **[SPACE]** to see your hand.

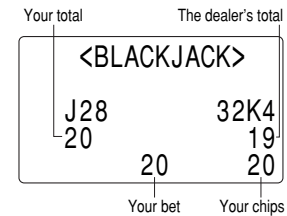
Each time you tap **[SPACE]**, a new card is dealt.

- "J", "Q", and "K" are counted as 10.
- "A" can be counted as 1 or 11.
- When first 2 cards are "A" and a face card ("J", "Q", or "K"), your hand is "BLACKJACK".



5. Press **[ENTER]** to stop being dealt and hold your hand. The dealer's hand and the results are displayed.

- When you win, your total flashes and your bet is doubled.
- When you win with "BLACKJACK", your bet is tripled.



6. Press **[ENTER]** and display the Game mode screen.

- When you have no more chips to bet, the game is over.
- To quit the game, tap any mode key. Your chips are stored for the next time.



## ALPHA ATTACK

Type in characters (A to Z) displayed on the bottom line to clear them.  
The game is divided into 20 levels in speed.

1. Tap **GAME** once or twice to display the following Game mode screen.
2. Press **NEXT** / **PREV** to select the level.
  - 01: slow, 20: fast
3. Press **ENTER** to start a game.

<ALPHA ATTACK>  
LEVEL : 01

<ALPHA ATTACK>  
LEVEL : 03  
CAPS  
EYKW

4. Tap the same key as the first character at the left end of the bottom line. (In this case, tap keys in the order: E → Y → K → W.)
  - Tapping the correct keys in the correct order deletes the characters.
  - When 12 characters are displayed in each level, the game continues in the faster level (up to 20).
  - When no more characters can be displayed, the game is over. The Game mode screen with the level when the game is over is displayed.
  - To quit the game, tap any mode key.



## Battery Replacement

### Batteries used

| Type            | Model  | Quantity | Use            |
|-----------------|--------|----------|----------------|
| Lithium battery | CR2032 | 1        | Unit operation |
| Lithium battery | CR2032 | 1        | Backlighting   |

- Be sure to write down any important information stored in the memory before replacing the batteries.

### Precautions

Since improper use of the batteries may cause leakage or explosion, strictly observe the following instructions:

- If fluid from a leaking battery accidentally gets into your eyes, it may result in serious injury. Should this occur, flush your eyes with clean water and consult a physician immediately.
- Should fluid from a leaking battery come into contact with your skin or clothes, immediately wash with clean water.
- If the Organizer will not be used for an extended period of time, to avoid damaging the Organizer remove batteries and store in a safe place.
- Do not leave exhausted batteries inside the Organizer.
- Do not use different types of batteries or partially used batteries.
- Insert the battery with its positive side (+) correctly orientated.
- Never throw batteries into a fire because they might explode.
- Keep batteries out of reach of children.
- When batteries become near exhaustion, remove them from the Organizer immediately to avoid battery leakage and corrosion inside the Organizer.

Because the batteries in the Organizer were installed at the factory, they may become exhausted before the specified expiration time is reached.

28

## Operating Battery Replacement

### Battery replacement time

When "BATT" is displayed, immediately replace the operating battery with a new one. Follow the steps on page 29.

**The operating battery holder is indicated as "For OPERATION" under the battery holder cover.**

If the battery level is low, the alarm may not sound, or similarly the Backlight may not function or remain on for less than the set interval. Continued use of the Organizer with low battery can alter or clear the memory contents. Memory contents may be lost if the battery is improperly replaced or if the following instructions are disregarded.

### Caution:

- PC-LINK may not be available when the battery level is low.
- Expense Report (Summary Report) may not be available when the battery level is low.
- Under the low battery condition, new data entry and editing of existing data may not be performed in some modes. Also Clock and other settings may not be made.

### Backlight Battery Replacement

When the Backlight cannot be turned on (except when "BATT" is displayed or the Organizer is in the PC Link mode), replace the backlight battery. Follow the steps on page 29.

**The backlight battery holder is indicated as "For Back Light" under the battery holder cover.**

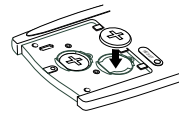
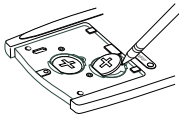
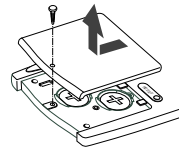
## Replacing the batteries

- Make sure the power is turned off before replacing the batteries.
- Do not press **ON** until the battery replacement procedure is completed.

1. Press **ON** to turn the power off.
2. Loosen the screw (turn counterclockwise) and remove the battery holder cover on the back of the unit.
3. Remove one used battery using a ball-point pen or similar object.
  - Do not use a mechanical pencil or sharp pointed object.
4. Install one new battery with the positive side (+) facing up.
5. Repeat step 3 and 4 for replacing both batteries, if necessary.
6. Replace the holder cover and secure with the screw.
7. The power will be turned on 2 to 3 seconds after **ON** is pressed.
8. Set the clock to the correct time.

### Caution:

- Clock settings and/or other settings and listings may be lost when batteries are removed for a long time. Replace the batteries as quickly as possible.
- Make sure to confirm all settings are set correctly after replacing the batteries.



## Specifications

|                         |                                                                                                                                                                                                                                                                             |
|-------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Model:</b>           | YO-290                                                                                                                                                                                                                                                                      |
| <b>Product name:</b>    | Electronic Organizer                                                                                                                                                                                                                                                        |
| <b>Display:</b>         | 14 columns x 5 lines with the Backlight                                                                                                                                                                                                                                     |
| <b>Memory capacity:</b> | 768 KB, Flash memory                                                                                                                                                                                                                                                        |
| <b>User area:</b>       | Approx. 754 KB <ul style="list-style-type: none"><li>A) In case of telephone listings only:<br/>Max. 290 listings</li><li>B) Other listings:<br/>Max. 4000 listings (2000 per each)</li></ul> Listings can be stored until the total of both types (A and B) reaches 754 KB |
| <b>Clock mode</b>       |                                                                                                                                                                                                                                                                             |
| Accuracy:               | ±60 seconds/month (at 25°C/77°F)                                                                                                                                                                                                                                            |
| Display:                | Year, month, day, day of the week, hour, minute, second, AM/PM, city name                                                                                                                                                                                                   |
| Clock system:           | 12-hour/24-hour format (switchable), 3 types of date format (switchable), World clock function, daylight saving time/summer time display function, daily/hourly/schedule alarm function                                                                                     |
| <b>Telephone mode:</b>  | Entry and recall of Last name, First name, Company, Home#, Office#, Fax#, Mobile#, E-mail, Address, City, State, Zip code, Country, Note                                                                                                                                    |
| <b>Calendar mode:</b>   | From Jan., 1950 to Dec., 2150, Confirmation of the Schedule, To Do, and Anniversary mode entries can be made by the indication marks seen on the right side of the date                                                                                                     |



**Schedule mode:** Entry and recall of schedule (year, month, day, hour and minute), schedule alarm and Description

**Anniversary mode:** Entry and recall of month, day and description of anniversaries

**To Do mode:** Entry and recall of To Do listings (Due Date, Priority and Description)

**Memo mode:** Entry and recall of memo listings

**Expense mode:** Entry and recall of Expense listings (Date, Category, Amount, Payment, Receipt and Memo) and Summary Report during a specified period to display the total amount spent in a preset category, Meals, Hotel, Car, Phone, Fares, Entertainment, Tips and Miscellaneous, that can be changed with the selection of edit Category.

**Word translator mode:** English from/to Spanish, approx. 10000 words for each language

**Calculator mode:** 12 digits (with calculation status symbol) Addition, subtraction, multiplication, division, percentage, square root, memory calculation, etc.

**Currency/Unit conversion mode:** 12 digits, 14 combinations of currencies (5) and metric (9) conversions

**Game mode:** 2 games

**Secret function:** Protects listings with a password

**Power consumption:** 0.05 W

**Operating temperature:** 0°C ~ 40°C (32°F ~ 104°F)

**Power supply:**

**Operating battery:** 3.0V ∴ (DC) (Lithium battery CR2032 x 1)

**Backlight battery:** 3.0V ∴ (DC) (Lithium battery CR2032 x 1)

**Auto Power Off Function:**  
Approx. 7 minutes

**Battery life:**

**Operating battery (at 25°C/77°F)**

- Approx. 2400 hours  
When data is continuously displayed.
- Approx. 1600 hours  
When data is searched for 5 minutes and displayed for 55 minutes per hourly use.
- Approx. 2 year  
When turned off and the clock is running.

**Backlight battery (at 25°C/77°F)**

- Approx. 4000 times  
When the Backlight is turned on for 10 seconds and turned off for 50 seconds per minute.

**Weight:** Approx. 105 g (0.23 lb.) (Including batteries)

**Dimensions:**  
69.8 mm (W) x 109.3 mm (D) x 15.3 mm (H)  
2-3/4" (W) x 4-5/16" (D) x 19/32" (H)

**Accessories:** 2 lithium batteries (installed), one 3.5" floppy disk, PC interface cable, operation manual, stylus



## Appendices

### A. Names and zone numbers of the cities in the clock

| Zone No. | City       | Zone No. | City           |
|----------|------------|----------|----------------|
| 0        | TONGA      | 11       | CAIRO          |
| 1        | AUCKLAND   | 12       | HELSINKI       |
|          | WELLINGTON |          | BARCELONA      |
| 2        | NOUMEA     |          | AMSTERDAM      |
| 3        | GUAM       |          | ROME           |
|          | SYDNEY     |          | BERLIN         |
| 3.3      | ADELAIDE   |          | PARIS          |
| 4        | TOKYO      | 13       | LISBON         |
| 5        | SINGAPORE  |          | LONDON         |
|          | HONG KONG  | 14       | AZORES ISLANDS |
|          | BEIJING    | 15       | MID ATLANTIC   |
| 6        | BANGKOK    | 16       | RIO DE JANEIRO |
| 6.3      | YANGON     | 17       | CARACAS        |
| 7        | DHAKA      | 18       | TORONTO        |
| 7.3      | DELHI      |          | NEW YORK       |
| 8        | KARACHI    | 19       | CHICAGO        |
| 8.3      | KABUL      | 20       | DENVER         |
| 9        | DUBAI      | 21       | LOS ANGELES    |
| 9.3      | TEHRAN     | 22       | ANCHORAGE      |
|          | RIYADH     | 23       | HONOLULU       |
| 10       | MOSCOW     | 24       | MIDWAY ISLANDS |

### B. Using the PC Link mode

#### Exchanging Data with a PC

With the PC Link software and cable, data can be exchanged between the Organizer and a PC.

To set up the Organizer for use with the PC Link:

1. Turn off your PC and the Organizer.
2. Connect the Organizer and the PC. (See the PC Link manual for details.)
3. Turn on your PC and the Organizer.
4. Tap **CLOCK/ALARM** **MENU**, select "PC LINK" by using **▲** or **▼**, and press **ENTER**.

Your Organizer is now ready for data transferring (the PC Link mode). Consult the PC Link manual regarding subsequent data transferring procedures.

#### Note:

- To exit the PC Link mode, press **ON** at any time. Be noted that under the PC Link mode, the Organizer will consume extra power out of the operating battery while setting the Auto Power Off function deactivated. If the PC Link mode is entered by mistake, make sure to leave the PC Link mode by pressing **ON** to conserve the battery power.



**Declaration of Conformity**

Electronic Organizer : YO-290

This device complies with Part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) This device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.

Responsible Party:  
SHARP ELECTRONICS CORPORATION  
Sharp Plaza, Mahwah, New Jersey 07430-1163  
TEL: 1-800-BE-SHARP

Tested To Comply With FCC Standards



FOR HOME OR OFFICE USE

WARNING – FCC Regulations state that any unauthorized changes or modifications to this equipment not expressly approved by the manufacturer could void the user's authority to operate this equipment.

Note: This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications.

However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/TV technician for help.

Note: A shielded interface cable is required to ensure compliance with FCC regulations for Class B certification.

**PRODUCT SUPPORT**

If you have read the ORGANIZER operation manual, but you still require product support, you can:

**Call a SHARP Customer Assistance Center**

630-378-3590  
(7am to 7pm CST M – F)

**Visit our Web Site**

<http://www.sharpusa.com>

**Send an E-mail**

[pdasupport@sharpsec.com](mailto:pdasupport@sharpsec.com)

**Write to our Customer Assistance Center**

SHARP Electronics Corp.  
Customer Assistance Center  
Att: WIZARD HELP  
1300 Naperville Drive  
Romeoville, IL 60446



## Instrucciones abreviadas en español

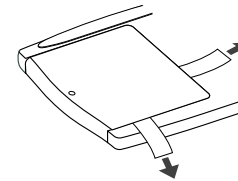
### ÍNDICE

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## Empleo del Organizador por primera vez

Asegúrese de realizar las operaciones siguientes antes de emplear el Organizador por primera vez.

1. Saque las hojas de aislamiento de las pilas del compartimento de las pilas situado en la parte posterior de la unidad.

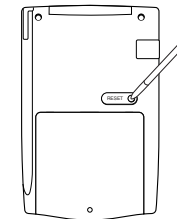


El Organizador empieza a funcionar.

(Las hojas de aislamiento de las pilas fueron insertadas en la fábrica para impedir que se agoten las pilas.)

2. Pulse el interruptor **RESET**.

Se visualizará el mensaje "RESET?".



3. Pulse **2nd**, y luego **ENTER**.

Para pulsar las teclas táctiles, emplee el lapicero (incluido en el paquete).

Aparecerá el mensaje "RESET!".

El Organizador se inicializará ahora. Ponga la fecha y la hora en el reloj (consulte la página S-3).

### Nota

- Pulse el interruptor **RESET** con el lapicero incorporado o con un objeto similar.  
No utilice un objeto cuya punta pueda romperse o esté muy afilada.

ESPAÑOL

S-1



### **Función de desconexión automática**

Cuando ninguna de las teclas haya sido pulsada durante aproximadamente 7 minutos, el Organizador desconectará automáticamente la alimentación para ahorrar energía de las pilas de funcionamiento.

### **Luz de fondo**

La luz de fondo le permitirá ver el visualizador y utilizar el Organizador incluso en condiciones de baja iluminación. Al pulsar **[BackLight]** una vez se ilumina el visualizador durante tanto tiempo como se utiliza el Organizador; si no se detecta ninguna actividad de las teclas dentro del intervalo especificado, el Organizador se apagará automáticamente.

- Para apagar la luz de fondo, vuelva a pulsar **[BackLight]**.
- La luz de fondo puede permanecer encendida durante menos tiempo del preajustado o puede no funcionar si el nivel de las pilas está bajo.
- La luz de fondo no funciona en el modo PC Link.

### **No utilice innecesariamente la luz de fondo.**

- Dado que la luz de fondo consume energía de las pilas de funcionamiento, su abuso podrá reducir considerablemente la duración de sus pilas.

### **Apagado de la luz de fondo**

- La luz de fondo puede ajustarse para que se apague una vez transcurrido un intervalo especificado.

1. Pulse **[CLOCK/ALARM]** **[MENU]**, seleccione "BL TIME SET" utilizando **[▲]** o **[▼]**, y pulse **[ENTER]**.

2. Utilizando **[▲]** o **[▼]**, seleccione un intervalo de tiempo deseado (10, 20 o 30 segundos) y pulse **[ENTER]**.

### **Ajuste del contraste de LCD**

1. Pulse **[CLOCK/ALARM]** **[MENU]**, seleccione "LCD CONTRAST" utilizando **[▲]** o **[▼]**, y pulse **[ENTER]**.
2. Pulse **[▲]** o **[▼]** para oscurecer/iluminar el visualizador (entre 1 y 8).
3. Cuando termine, pulse **[ENTER]**.

### **Activación y desactivación del sonido de las teclas**

1. Pulse **[CLOCK/ALARM]** **[MENU]**, seleccione "KEY TONE" utilizando **[▲]** o **[▼]**, y pulse **[ENTER]**.
2. Seleccione la activación/desactivación de la función de sonido de las teclas utilizando **[▲]** o **[▼]**.
3. Cuando termine, pulse **[ENTER]**.

### **Comprobación de la memoria**

Pulse **[CLOCK/ALARM]** **[MENU]**, seleccione "MEMORY CHECK" utilizando **[▲]** o **[▼]**, y pulse **[ENTER]**.

La visualización de verificación de la memoria aparecerá e indicará el espacio que queda libre en la memoria.

La pantalla anterior aparecerá después de transcurridos 2 segundos.

## Teclado táctil

Modo de introducción de letras    Modo de introducción de números

|   |   |      |       |     |   |   |   |     |     |  |
|---|---|------|-------|-----|---|---|---|-----|-----|--|
| Q | W | E    | R     | T   | Y | U | I | O   | P   |  |
| A | S | D    | F     | G   | H | J | K | L   | ENT |  |
| ◀ | ▶ | Z    | X     | C   | V | B | N | M   | INS |  |
| ▲ | ▼ | SIG. | SPACE | CRS | @ | . | ? | DEL |     |  |

|     |     |     |       |     |   |   |   |   |
|-----|-----|-----|-------|-----|---|---|---|---|
| 1/2 | DST | CM  | RM    | ✓   | 7 | 8 | 9 | ÷ |
| MEM | 1/4 | 1/8 | M-    | %   | 4 | 5 | 6 | x |
| ▲   | ▼   | 1/2 | M+    | 1/4 | 1 | 2 | 3 | - |
| ▲   | ▼   | 1/4 | SPACE | 0   | . | = | + |   |

- Cada vez que se pulse **[2nd]**, el teclado táctil cambiará entre el modo de introducción de letras y el modo de introducción de números. Para pulsar las teclas táctiles, utilice el lapicero (incluido en el paquete).
- Pulse sobre el centro de cada tecla.

## Modo de reloj

### Ajuste del reloj local

1. Si el visualizador está en otro modo o en el modo del reloj mundial, pulse **CLOCK/ALARM** para entrar en el modo del reloj local.

#### Nota:

- Durante el periodo de la hora de verano, ponga de antemano DST (horario de verano) en ON. Pulse **DST** una vez para conmutar el ajuste de la DST.

2. Pulse **EDIT**.

El Organizador entrará en el modo de ajuste del reloj.

3. Seleccione su ciudad de residencia utilizando **NEXT** o **PREV**.

```
<HOME>
NEW YORK
01-01-2003 WED
12:05:35 AM
```

4. Pulse **▼** para mover el cursor a la posición Month.
5. Introduzca el mes apropiado.  
Introduzca de la misma forma el día y luego el año.
6. Pulse **▼** para mover el cursor a la posición Hour.
7. Introduzca la hora apropiada.
8. Introduzca de la misma forma los minutos y luego los segundos.
9. Seleccione AM o PM utilizando **AM/PM**.



10. Pulse **[ENTER]** para ajustar el reloj.  
El reloj empieza exactamente a partir de la hora ajustada.

```
<HOME>
NEW YORK
1-24-2003  FRI
10:16:15  AM
```

6. Pulse **[v]** para mover el cursor al campo Home #.  
7. Introduzca **"585-4280"**.  
8. Pulse **[v]** para mover el cursor al campo Office # e introduzca **"619-542-7320"**.  
9. Entre en cada campo de la misma forma.  
10. En el campo Notes, pulse **[ENTER]** para guardar las listas de teléfonos.  
Aparecerá la visualización de búsqueda Business.

### Modo de teléfono

#### Entrada

##### <Ejemplo>

1. Pulse **[TEL]**, seleccione "BUSINESS", y luego pulse **[ENTER]**.

```
<BUSINESS>
SEARCH NAME?
```

2. Pulse **[EDIT]**.  
El visualizador cambiará al modo de introducción de registro.  
3. Introduzca el apellido.  
Por ejemplo, **"Smith"**.  
4. Pulse **[v]** y luego introduzca el nombre. Por ejemplo, **"John"**.  
5. Pulse **[v]** para mover el cursor al campo de las compañías e introduzca **"ABC International Co."**

S-4

## Búsqueda

### Búsqueda alfabética del apellido

1. Pulse **[TEL]** y seleccione la categoría utilizando la tecla **[▲]** o **[▼]**, luego pulse **[ENTER]**.  
Aparecerá la visualización de búsqueda.
2. Pulse **[NEXT]** o **[PREV]** para buscar en orden alfabético la lista deseada.

### Búsqueda directa del apellido

1. Pulse **[TEL]** y seleccione la categoría (Business, en este ejemplo) utilizando la tecla **[▲]** o **[▼]**, luego pulse **[ENTER]**.  
Aparecerá la visualización de búsqueda.
2. Introduzca en orden algunas de las letras del apellido.  
Se puede introducir un máximo de 10 letras.
3. Pulse **[ENTER]** para buscar la lista deseada.  
Si no hay datos que coincidan aparecerá "NOT FOUND!", y la pantalla volverá luego a la visualización inicial.

```
<BUSINESS>
SEARCH NAME?
smi █
```

### Consulte también

Edición de listas ..... S-12  
Borrado de listas ..... S-12

## Modo de calendario

### Navegación en la visualización del calendario mensual

1. Pulse **[CALENDAR/SCHEDULE]** una o dos veces para entrar en el modo de calendario.

Aparecerá el calendario mensual del mes actual.

Parpadeará el día actual.

Navegue por el calendario utilizando las teclas siguientes:

**[NEXT]** **[PREV]** : visualiza el mes posterior o anterior.

**[◀]** : Vaya al día anterior

**[▶]** : Vaya el día siguiente

**[▲]** : Vaya a la semana anterior

**[▼]** : Vaya a la semana siguiente

```
8-2003
      1 2
  3 4 5 6 7 8 9
10 11 12 13 14 15 16
▼ 17 18 19 20 21 22 23
```

- Los cursores **[◀]**, **[▶]**, **[▲]** y **[▼]** sólo se pueden mover dentro del mes visualizado.

### Vaya directamente al mes deseado

1. En el modo de calendario, pulse **[=]**.

Aparecerá la pantalla de introducción de la fecha.

2. Introduzca la fecha deseada.

```
<CALENDAR>
SEARCH DATE?
08-12-2003
```

S-5



3. Pulse **[ENTER]**.

Aparecerá el calendario mensual de la fecha deseada.

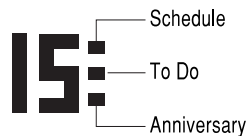
**Nota:**

- En el modo de calendario se encontrarán disponibles los calendarios mensuales de enero de 1950 a diciembre de 2150.

**Confirmación de las entradas de los modos de programa de actividades, cosas a hacer y aniversario**

En la visualización del calendario mensual usted puede ver las fechas a las que ha asignado un programa de actividades, cosas a hacer o un aniversario.

Las marcas de indicación se visualizan de la forma siguiente:



**Modo de programa de actividades**

**Entrada**

**<Ejemplo>**

El 11 de septiembre de 2003 se celebrará una reunión de las 10:00 AM a las 11:00 AM.

S-6

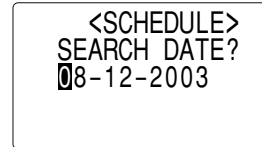


1. Pulse **[CALENDAR/SCHEDULE]** una o dos veces para entrar en el modo de programa de actividades.

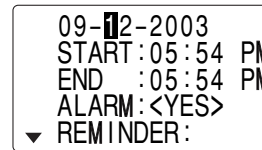
Aparecerá la visualización de búsqueda del programa de actividades.

La fecha actual se visualizará y el cursor situado en el primer número parpadeará.

El primer número depende de su elección del formato de la fecha. Estos ejemplos están en el formato MM-DD-AAAA.



2. Pulse **[EDIT]**. Aparecerá la visualización de introducción del programa de actividades. Introduzca 09 para el mes.



3. Introduzca el día/año deseado de la misma forma.

4. Pulse **[v]**, e introduzca 10:00AM para la hora de inicio.

5. Pulse **[v]**.

La hora de finalización cambiará automáticamente a 30 minutos después de la hora de inicio. (Sin embargo, la hora de finalización permanecerá dentro del día especificado.)

6. Introduzca 11:00 AM para la hora de finalización y pulse **[v]**.





7. Pulse **[NEXT]** o **[PREV]** para seleccionar "Yes" o "No" para el ajuste de la alarma y pulse **[▼]**.

Si usted selecciona "Yes", la alarma del programa de actividades sonará al llegar al comienzo del tiempo restante establecido para antes de la hora de inicio. Si selecciona "No", la alarma del programa de actividades no sonará.

```
▲ START:10:00 AM
  END  :11:00 AM
  ALARM:<YES>
  REMINDER:
▼ 00 MIN. BEFORE
```

**Nota:**

- Si selecciona "No" en el paso 7, aparecerá "PLAN". Vaya al paso 9 para continuar.

```
▲ END  :11:00 AM
  ALARM:<NO >
  REMINDER:-----
  00 MIN. BEFORE
  PLAN:█
```

8. Introduzca el tiempo apropiado para el tiempo restante y pulse **[▼]**.

La alarma del programa de actividades sonará al llegar al comienzo del tiempo restante introducido para antes de la hora de inicio. Usted puede seleccionar cualquier número del 00 al 99.

**Nota:**

- Introduzca el número en el formato de dos dígitos.
9. Introduzca el nombre del elemento programado en el campo. (Encuentro).  
Puede introducir un máximo de 96 caracteres alfanuméricos.
10. Pulse **[ENTER]** para guardar la lista de programas de actividades.

## Búsqueda

### Búsqueda del programa de actividades para hoy

1. Pulse **[CALENDAR/SCHEDULE]** una o dos veces para entrar en el modo de programa de actividades.
2. Pulse **[NEXT]** o **[PREV]** para buscar la lista del programas de actividades deseada. Las listas guardadas en el Organizador se visualizarán en orden cronológico.

```
8-12-2003
START:12:15 PM
END  :12:45 PM
ALARM: YES
▼ REMINDER:
```

### Búsqueda de fecha

1. Pulse **[CALENDAR/SCHEDULE]** una o dos veces para entrar en el modo de programa de actividades.
2. Ponga la fecha deseada. Seleccione el campo del mes, día y año, e introduzca el número deseado.
3. Pulse **[ENTER]** para buscar la lista de programas de actividades deseada de la fecha especificada. Al pulsar **[NEXT]** o **[PREV]** se pueden visualizar las listas de ese día.

```
<SCHEDULE>
SEARCH DATE?
09-11-200█
```

### Consulte también

Edición de listas ..... S-12  
Borrado de listas ..... S-12

## Modo de aniversario

### Entrada

#### <Ejemplo>

"Nancy's Birthday" el 12 de febrero.

1. Pulse **MEMO/ANN** una o dos veces para entrar en el modo de aniversario.

```
<ANNIVERSARY>
SEARCH DATE?
08-12
```

2. Pulse **EDIT**.

Aparecerá la visualización de introducción de aniversario.

3. Introduzca la fecha, 02 para el mes y 12 para el día.

```
DATE : 02-12
REMINDER :
5 DAYS BEFORE
DESCRIPTION :
```

4. Pulse **▼**.

La fecha del recordador parpadeará.

5. Introduzca la fecha del recordador de 0 a 9.

6. Pulse **▼**.

7. Introduzca "Nancy's Birthday".

8. Pulse **ENTER** para guardar la lista de aniversario.

El signo de aniversario (🎂) no aparecerá hasta que se ponga el día en el recordador.

## Búsqueda

### Búsqueda secuencial

1. Pulse **MEMO/ANN** una o dos veces para entrar en el modo de aniversario.
2. Pulse **NEXT** o **PREV** para buscar las listas.

### Búsqueda de fechas

Introduzca la fecha para ir a la fecha deseada en el paso 2 de arriba y luego pulse **ENTER**.

### Consulte también

Edición de listas ..... S-12  
Borrado de listas ..... S-12

## Modo de cosas a hacer

### Entrada

#### <Ejemplo>

Usted tiene que visitar HK Exhibition el 10 de diciembre de 2003.

1. Pulse **TO DO/EXPENSE** una o dos veces para entrar en el modo de cosas a hacer.

```
<TO DO>
SEARCH DATE?
08-12-2003
```

2. Pulse **EDIT**.

Aparecerá la visualización de cosas a hacer.

```
08-12-2003
PRIORITY:<1>
<PENDING>
DESCRIPTION:
```

3. Introduzca 12 en el campo del mes y luego introduzca 10 y 2003 respectivamente.

4. Pulse **▼** y seleccione el número de prioridad, desde 1 (alta) a 9 (baja) utilizando **NEXT** o **PREV** (o introduzca el número), y luego pulse **▼**.

5. Pulse **▼** para dejar el estado como "PENDING".

6. En el campo de descripción, introduzca lo que tiene que hacer para el día deseado.

Introduzca "Visit HK Exhibition".

Puede introducir un máximo de 96 caracteres alfanuméricos.

7. Pulse **ENTER** para guardar la lista de cosas a hacer.

## Búsqueda

### Búsqueda secuencial

1. Pulse **TO DO/EXPENSE** una o dos veces para entrar en el modo de cosas a hacer.

2. Pulse **NEXT** o **PREV** para buscar la lista de cosas a hacer deseada.

### Búsqueda de fecha

1. Pulse **TO DO/EXPENSE** una o dos veces para entrar en el modo de cosas a hacer.

2. Seleccione el campo del mes, el día o el año y luego introduzca la fecha deseada.

3. Pulse **ENTER** para buscar la lista de cosas a hacer deseada de una fecha especificada.

```
<TO DO>
SEARCH DATE?
12-10-2003
```

### DONE Elementos completados

1. Pulse **TO DO/EXPENSE** una o dos veces para entrar en el modo de cosas a hacer.

2. Pulse **NEXT** o **PREV** para seleccionar los elementos de cosas a hacer.

3. Pulse **EDIT** **▼** **▼** para entrar en el campo de estado.

4. Pulse **NEXT** o **PREV** para seleccionar "DONE", y luego pulse **ENTER**.

### Consulte también

Edición de listas ..... S-12  
Borrado de listas ..... S-12

## Modo de apuntes

Puede guardar apuntes empleando el modo de apuntes. Se puede introducir un máximo de 96 caracteres alfanuméricos por lista.

### Entrada

#### <Ejemplo>

Introduzca su número de pasaporte: 12AB34567

1. Pulse **MEMO/ANN** una o dos veces para entrar en el modo de apuntes.

```
<MEMO>
SEARCH?
█
```

2. Pulse **EDIT** e introduzca lo siguiente.

**Passport No. 12AB34567**

```
<MEMO>
MEMO: Passport
No. 12AB34567█
```

3. Pulse **ENTER** para guardar la lista de apuntes.

## Búsqueda

### Búsqueda secuencial

1. Pulse **MEMO/ANN** una o dos veces para entrar en el modo de apuntes.  
Aparecerá la visualización de búsqueda del modo de apuntes.
2. Pulse **NEXT** o **PREV** para buscar las listas.

### Búsqueda directa

1. Pulse **MEMO/ANN** una o dos veces para entrar en el modo de apuntes.  
Aparecerá la visualización de búsqueda.
2. Introduzca la(s) primera(s) letra(s) del apunte deseado (ej. "pasa").  
Se puede introducir un máximo de 10 letras.
3. Pulse **ENTER** para buscar la lista deseada.

```
Passport No.
12AB34567
```

### Consulte también

Edición de listas ..... S-12  
Borrado de listas ..... S-12

## Modo de gastos

### Entrada

#### <Ejemplo>

La fecha es 18 de agosto de 2003.  
Usted adquirió billetes de avión por un importe de 1200 \$ para un viaje de negocios.

1. Pulse **[TO DO/EXPENSE]** una o dos veces para entrar en el modo de gastos.
2. Pulse **[▲]** o **[▼]** para seleccionar "EXPENSE", y luego pulse **[ENTER]**.  
Aparecerá la visualización de búsqueda de gastos.
3. Pulse **[EDIT]**.  
El primer número depende de su elección del formato de la fecha. Estos ejemplos están en el formato MM-DD-AAAA.
4. Introduzca la fecha si es necesario.
5. Pulse **[▼]**.

```
<EXPENSE>
▶EXPENSE
REPORT
CATEGORY
```

```
08-18-2003
CATEGORY:
<Meals >
AMOUNT:
▼ 0.
```

6. Seleccione la categoría de gastos utilizando **[NEXT]** o **[PREV]**.  
Hay 8 categorías preajustadas para elegir.  
Meals ➡ Hotel ➡ Car ➡ Phone ➡ Fares ➡  
(Enter't ) Entertainment ➡ Tips ➡ (Misc) Miscellaneous ➡...
7. Pulse **[▼]** e introduzca 1200.  
Se puede introducir un máximo de 12 dígitos.
8. Pulse **[▼]**.
9. Seleccione el pago utilizando **[NEXT]** o **[PREV]**.  
Hay 4 sistemas de pago preajustados para elegir.  
Cash ➡ Check ➡ Card ➡ Others ➡...
10. Pulse **[▼]**, y seleccione "YES" o "NO" utilizando **[NEXT]** o **[PREV]** en el campo "RECEIPT".
11. Pulse **[▼]**, e introduzca "Flight ticket" en el campo "MEMO".
12. Pulse **[ENTER]** para guardar los datos.

```
▲ <Fares >
AMOUNT:
1200.
PAYMENT:
▼ <CHECK >
```

```
▲ AMOUNT:
1200.
PAYMENT:
<CHECK >
▼ RECEIPT: <YES>
```

## Recuperación

### Búsqueda secuencial

1. Pulse **[TO DO/EXPENSE]** una o dos veces para entrar en el modo de gastos.
2. Pulse **[▲]** o **[▼]** para seleccionar "EXPENSE", y luego pulse **[ENTER]**. Aparecerá la visualización de búsqueda de gastos.
3. Pulse **[NEXT]** para ver el siguiente registro, o **[PREV]** para ver el registro anterior.

### Consulte también

|                         |      |
|-------------------------|------|
| Edición de listas ..... | S-12 |
| Borrado de listas ..... | S-12 |

## Edición de listas

### 1. Edición

1. Recupere una lista en el modo deseado.
2. Pulse **[EDIT]**.  
La visualización cambiará al modo de edición.
3. Edite los datos.  
**[◀▶ ▲ ▼]**: mueve el cursor a la izquierda, derecha, arriba o abajo respectivamente.  
**[DEL]**: se puede utilizar para borrar caracteres.  
**[INS]**: cambia entre el modo INSERT y el modo OVERWRITE.
4. Pulse **[ENTER]** para guardar.

## Borrado de listas

### Borrado

1. Recupere una lista en el modo deseado.
2. Pulse **[DEL]**.  
Aparecerá la visualización de confirmación.
  - Para cancelar el borrado, pulse **[2nd]**.
3. Pulse **[ENTER]** para borrar la lista.

## Modo del traductor de palabras

Este aparato ofrece una función de traducción de inglés a español y viceversa.

1. Pulse **[E↔S]** para entrar en el modo de traducción de inglés → español.

Pulse **[E↔S]** dos veces para entrar en el modo de traducción de español → inglés.

2. Introduzca la palabra que desee traducir y pulse **[ENTER]**.

Luego se visualizará la correspondiente palabra inglesa o española.

- Cuando se encienda el pequeño símbolo “◀” o “▶”, esto indicará que existen más letras. Para ver las letras restantes de palabras largas que no caben en la pantalla, utilice ◀ o ▶ para desplazar la palabra.
- Si no se encuentra la palabra correspondiente se visualiza “NOT FOUND!”. Luego se visualizará la siguiente palabra en orden alfabético.
- Pulse **[NEXT]** o **[PREV]** para desplazarse por la lista de palabras, o introduzca una palabra nueva utilizando el teclado, y pulse **[ENTER]** para hacer otra búsqueda.

Campo del inglés

**<ENG→SPA>**

E: ■

S:

Campo del español

### Notas:

- Las abreviaturas indican lo siguiente:  
 (Am): Inglés americano  
 (Br): Inglés británico  
 (adj): Adjetivo  
 (adv): Adverbio  
 (n): Nombre  
 (pron): Pronombre  
 (v): Verbo  
 (f.): Género femenino  
 (m.): Género masculino
- Algunas veces es posible que aparezcan dos palabras idénticas en la lista de palabras.
- Introduzca correctamente los caracteres europeos y los espacios. De otra forma, la unidad tal vez no pueda realizar la búsqueda.
- En el campo del español, usted podrá introducir las letras siguientes. Pulse repetidamente la tecla de la letra respectiva después de pulsar **[SMBL]**.

| Tecla | Letras  | Tecla | Letras  |
|-------|---------|-------|---------|
| A     | á à â ã | N     | ñ       |
| C     | ç       | O     | ó ò ô õ |
| E     | é è ê ë | U     | ú ù û ü |
| I     | í ì î ï | Y     | ý ÿ     |

- Active “CAPS” para introducir letras mayúsculas.

## Modo de conversión

### Modo de conversión de divisas

La conversión de divisas tiene 5 etapas de conversión programable. Cada etapa es capaz de hacer cálculos con 12 dígitos.

#### Ajuste de una nueva tasa de conversión de divisas

<Ejemplo> Ajuste de la tasa siguiente: £1 = \$1,45

1. Pulse **[CALC/CONV]** el número apropiado de veces para seleccionar el modo de conversión de divisas.
2. Pulse **[NEXT]** o **[PREV]** para seleccionar la etapa de conversión de divisas apropiada.
3. Pulse **[EDIT]**.

Aparecerá el modo de ajuste.  
Los nombres de divisas preajustados se pueden cambiar aquí.

4. Cambie el nombre de la divisa de la izquierda si es necesario, y luego pulse **[▶]**.

#### Nota:

- Para el nombre de la unidad de divisa se puede introducir un máximo de 4 caracteres.
5. Cambie el nombre de la divisa de la derecha si es necesario, y luego pulse **[▼]**.

<CURRENCY>  
CAD→USD  
RATE= 1.

6. Introduzca la tasa; 1,45.  
Para la tasa se puede introducir un máximo de 12 caracteres alfanuméricos.  
Si necesita borrar el número de la tasa, pulse **[C•CE]**.

<CURRENCY>  
GBP →USD  
RATE= 1.45

7. Pulse **[ENTER]** para almacenar el ajuste.

#### Conversión de divisas

Asegúrese de ajustar la tasa antes de iniciar una conversión.

<Ej. £ ⇨ \$>

1. Pulse **[CALC/CONV]** el número apropiado de veces para seleccionar el modo de conversión de divisas.
2. Pulse **[NEXT]** o **[PREV]** para seleccionar la etapa de conversión de divisas apropiada.
3. Introduzca la cantidad. (Ej. £50)
4. Pulse **[▶]**.  
(£50 = \$72,5 aproximadamente)

<Ej. \$ ⇨ £>

5. Introduzca la cantidad. (Ej. \$120)
6. Pulse **[◀]**.  
(\$120 = £82,76 aproximadamente)  
Utilice **[◀]** o **[▶]** para cambiar la dirección de conversión.  
Pulse **[C•CE]** para borrar el resultado del cálculo.

<CURRENCY>  
GBP→USD  
50.  
72.5

<CURRENCY>  
GBP→USD  
120.  
82.7586206896



## Modo de juego

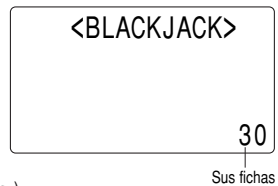
Pulse **[GAME]** una o dos veces para reproducir el juego "BLACKJACK" o "ALPHA ATTACK".

Cada vez que usted pulse **[GAME]**, la visualización cambiará entre "BLACKJACK" y "ALPHA ATTACK".

### BLACKJACK (Veintiuno)

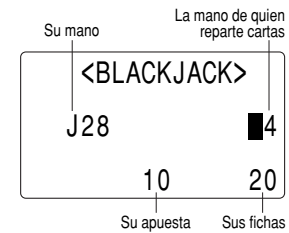
Procure que su "mano" (la suma total de los números correspondientes a sus cartas) sea 21 o se aproxime a este número, pero sin rebasarlo.

1. Pulse **[GAME]** una o dos veces para visualizar la pantalla del modo de juego siguiente.
2. Pulse **[ENTER]** para empezar un juego. Las 2 cartas de la izquierda son para usted. (Una de ellas descubierta y la otra tapada.)
3. Acepte la apuesta máxima que se visualiza parpadeando a la izquierda (un máximo de 10) o introduzca una apuesta inferior.



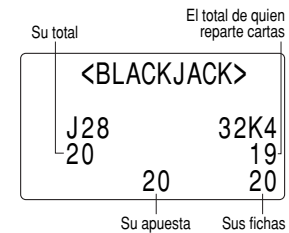
4. Pulse **[SPACE]** para ver su mano. Cada vez que pulsa **[SPACE]**, se le entrega una carta nueva.

- "J", "Q" y "K" cuentan como 10.
- "A" puede contar como 1 o como 11.
- Cuando las 2 primeras cartas sean "A" y una carta de figura ("J", "Q" o "K"), su mano será "BLACKJACK".



5. Pulse **[ENTER]** para no recibir más cartas y quedarse plantado. A continuación se verá la mano de quien reparte las cartas y los resultados.

- Cuando usted gane, su total parpadeará y su apuesta se doblará.
- Cuando usted gane con "BLACKJACK", su apuesta se triplicará.



6. Pulse **[ENTER]** y visualice la pantalla del modo de juego.
  - El juego terminará cuando usted no tenga más fichas para apostar.
  - Pulse cualquier tecla de modo para abandonar el juego. Sus fichas quedarán guardadas para la próxima vez.



## ALPHA ATTACK

Escriba los caracteres (A a Z) visualizados en la línea del fondo para borrarlos. El juego se divide en 20 niveles de velocidad.

1. Pulse **[GAME]** una o dos veces para visualizar la pantalla del modo de juego siguiente.
2. Pulse **[NEXT]** / **[PREV]** para seleccionar el nivel.
  - 01: lento, 20: rápido
3. Pulse **[ENTER]** para iniciar un juego.

<ALPHA ATTACK>  
LEVEL : 01

4. Pulse la tecla correspondiente al primer carácter del extremo izquierdo de la línea del fondo. (En este caso, pulse las teclas en el orden siguiente: E → Y → K → W.)
  - Al pulsar las teclas correctas en el orden correcto se van borrando los caracteres.
  - Cuando se visualicen 12 caracteres en cada nivel, el juego continuará a un nivel más rápido (hasta alcanzar el 20).
  - El juego terminará cuando no se puedan visualizar más caracteres. Entonces se visualizará la pantalla del modo de juego mostrando el nivel con el que finalizó el juego.
  - Para abandonar el juego, pulse o cualquier tecla de modo.

<ALPHA ATTACK>  
CAPS LEVEL : 03  
EYKW

S-16



## Cambio de las pilas

### Pilas utilizadas

| Tipo          | Modelo | Cantidad | Uso                         |
|---------------|--------|----------|-----------------------------|
| Pila de litio | CR2032 | 1        | Funcionamiento de la unidad |
| Pila de litio | CR2032 | 1        | Luz de fondo                |

- Asegúrese de escribir cualquier información importante almacenada en la memoria antes de cambiar las pilas.

### Precauciones

- Como el uso inapropiado de las pilas puede producir fugas o explosión, observe al pie de la letra las instrucciones siguientes:
- Si el fluido de una pila que tiene fugas entra por accidente en sus ojos podrá causarle una grave lesión. Si le ocurre esto, lave sus ojos con abundante agua limpia y consulte inmediatamente a un médico.
  - Si el fluido de una pila que tiene fugas entra en contacto con su piel o ropas, lave inmediatamente la parte afectada con agua limpia.
  - Si el Organizador no va a ser utilizado durante un largo periodo de tiempo, para evitar que se estropee, retire las pilas y guárdelo en un lugar seguro.
  - No deje las pilas agotadas dentro del Organizador.
  - No utilice tipos de pilas diferentes ni pilas parcialmente usadas.
  - Inserte la pila con su lado positivo (+) posicionado correctamente.
  - No arroje nunca las pilas al fuego porque podrán explotar.
  - Guarde las pilas fuera del alcance de los niños.
  - Cuando las pilas estén muy descargadas, sáquelas inmediatamente del Organizador para evitar el riesgo de fugas y corrosión en el interior del Organizador.
- Debido a que las pilas entregadas con el Organizador han sido instaladas en fábrica, éstas podrán descargarse antes de transcurrir el tiempo de duración especificado.

## Reemplazo de la pila de funcionamiento

### Tiempo de reemplazo de la pila

Reemplace inmediatamente la pila de funcionamiento por otra nueva cuando se visualice "**BATT**". Siga los pasos de la página S-17.

**El portapila de la pila de funcionamiento se indica con la palabra "For OPERATION" debajo de la cubierta del portapila.**

Si la pila tiene poca carga, puede que no suene la alarma, o que la luz de fondo no funcione o funcione durante menos tiempo que el establecido. El uso continuado del Organizador con una pila que tiene poca carga puede alterar o borrar el contenido de la memoria. El contenido de la memoria se puede perder también si la pila se reemplaza incorrectamente o si no se siguen las instrucciones siguientes.

#### Precaución:

- PC Link puede que no esté disponible cuando el nivel de carga de la pila esté bajo.
- El informe de gastos (informe sumario) puede que no esté disponible cuando el nivel de carga de la pila esté bajo.
- Cuando el nivel de carga de la pila esté bajo, puede que en algunos modos no se puedan introducir datos nuevos ni editar datos existentes. Y puede que tampoco se puedan realizar ajustes del reloj u otros ajustes.

## Reemplazo de la pila de la luz de fondo

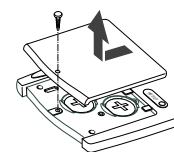
Cuando la luz de fondo no pueda encenderse (excepto cuando se visualice "**BATT**" o el Organizador esté en el modo PC Link), cambie la pila. Siga los pasos de la página S-17.

**El portapila de la pila de la luz de fondo se indica con la palabra "For Back Light" debajo de la cubierta del portapila.**

## Cambio de las pilas

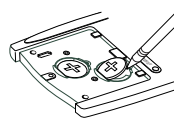
- Asegúrese de desconectar la alimentación antes de cambiar las pilas.
- No pulse **[ON]** hasta después de completar el procedimiento de cambio de las pilas.

1. Pulse **[ON]** para desconectar la alimentación.
2. Afloje el tornillo (hacia la izquierda) y retire la cubierta del compartimiento de las pilas ubicada en la parte posterior de la unidad.



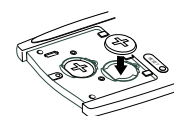
3. Retire una pila usada con un bolígrafo u otro objeto similar.

- No emplee un lápiz mecánico ni un objeto puntiagudo.



4. Instale una pila nueva con el lado positivo (+) hacia arriba.

5. Repita los pasos 3 y 4 para reemplazar ambas pilas en caso de ser necesario.



6. Vuelva a poner la cubierta del compartimiento y asegúrela con el tornillo.

7. La alimentación se conectará a 2 a 3 segundos después de pulsar **[ON]**.

8. Ajuste el reloj a la hora correcta.

#### Precaución:

- Los ajustes del reloj y/u otros ajustes y listines podrán perderse cuando las pilas sean retiradas durante mucho tiempo. Reemplace las pilas lo más rápidamente posible.
- Confirme que todos los ajustes sean los correctos después de cambiar las pilas.

S-17



**MEMO**





**MEMO**





**MEMO**





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|                                                           |                                                                                                                                                                                                                                                          |
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| <u>Warranty Period for this Product :</u>                 | One (1) year parts and labor from date of purchase.                                                                                                                                                                                                      |
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